



**\*\*\*NEW TESTING PROCESS\*\*\***  
**OPEN EXAMINATION**  
**HAZARDOUS SUBSTANCES ENGINEER**  
**DEPARTMENT OF TOXIC SUBSTANCES CONTROL**



CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**CONTINUOUS TESTING:** This test is administered by the Department of Toxic Substances Control on an open statewide continuous filing basis. Applications will not be accepted on a promotional basis. Applicants who meet the minimum qualifications may apply for and take this examination at any time, provided they do not have current list eligibility. MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE HAZARDOUS SUBSTANCES ENGINEER EXAMINATION DOES NOT ASSURE LIST ELIGIBILITY. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION. **NOTE:** This is a HIGHLY COMPETITIVE PROCESS. Those individuals who have the greatest breadth and depth of recent experience will achieve the highest scores and will be placed on the eligible list.

**WHO SHOULD APPLY:** Persons who meet the "minimum qualifications" as stated below.

**HOW AND WHERE TO APPLY: A COMPLETED SUPPLEMENTAL APPLICATION MUST BE SUBMITTED ALONG WITH A COMPLETED STANDARD STATE APPLICATION.** Applications are available at the address below or on the State Personnel Board web site at <http://forms.spb.ca.gov/Employment/>. To learn more about the testing arrangements, contact the testing office shown below. The testing office will accept applications at the address below, or applications may be filed in person or by mail with:

Department of Toxic Substances Control  
1001 I Street, 21st Floor  
P.O. Box 806  
Sacramento, CA 95812-0806  
(916) 323-2679  
TDD (916) 323-3418

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SALARY RANGE:** A \$3838 - \$4442  
B \$4394 - \$5337  
C \$5035 - \$6116  
D \$5633 - \$6844

**RANGE A.** This range shall apply to persons who do not meet the criteria for payment in Range B, C, or D.

**RANGE B.** This range shall apply to persons who have satisfactorily completed:

1. One year in the California state service performing the duties of Hazardous Substances Engineer, Range A; or
2. Two years of professional engineering experience, one year of which must be in hazardous substances management or process control engineering. (Professional experience is defined as experience equivalent to Hazardous Substances Engineer, Range A, gained after meeting the minimum qualifications for entry into the Hazardous Substances Engineer class.)

**RANGE C.** This range shall apply to persons who have satisfactorily completed:

1. Two years in the California state service performing the duties of a Hazardous Substances Engineer, Range B; or
2. Four years of professional engineering experience, two years of which must be in hazardous substances management or process control engineering. (Professional experience is defined as experience equivalent to Hazardous Substances Engineer, Range B, gained after meeting the minimum qualifications for entry into the Hazardous Substances Engineer class.)

**RANGE D.** This range shall apply to persons who possess a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

When the requirements for movement to Range B, C or D are met and upon recommendations of the appointing power, the employee shall receive the rate in Range B or C under provisions of Department of Personnel Administration Rule 599.676.

**SPECIAL TESTING INFORMATION:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**THE POSITION:** The Hazardous Substances Engineer is the entry, working and journey level in the series. Under close supervision, incumbents assigned to Range A perform less difficult engineering work of the Department. Incumbents will advance to Range B as competence and performance increase. Range C is the working and journey level of the series. Incumbents will advance to Range D when they acquire the professional engineering registration. Under supervision, incumbents perform average to difficult engineering work in connection with hazardous waste management engineering, pollution reduction technology development and resource recovery. They may act as project managers on the least to more complex projects or be assigned staff specialist responsibilities in support of project managers or other technical or programmatic functions. This level may also act as mentor to new staff and may be used in a lead capacity over other Hazardous Substances Engineers or other professional or technical employees.

Position(s) exist with the Department of Toxic Substances Control.

**NOTE:** All applicants must meet the education and experience requirements in order to compete in this examination. All applicants must include "to" and "from" dates (month/day/year), time base and civil service/position class title. Applications/resumes received without this information **will be rejected**.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure that you meet the education and/or experience requirements stated. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time

of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

**MINIMUM QUALIFICATIONS:** Education: Equivalent to graduation from college with a Bachelor of Science Degree with major work in Civil, Chemical, Environmental, Mechanical or Waste Management Engineering from a college accredited by the Engineers' Council for Professional Development for training in engineering or equivalent degree approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 60 semester units in the engineering subjects noted above from an accredited college or equivalent units from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

(Possession of a valid certificate as an engineer-in-training as issued by the California State Board of Registration for Professional Engineers may be substituted for the required education.)

**EXAMINATION INFORMATION:** **Examination interviews will not be held.** This examination will consist of a Supplemental Application/Questionnaire examination weighted 100%. Candidates who meet the minimum qualifications for the examination will have their supplemental application scored. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination. Please allow up to six weeks to receive your examination results.

All applicants will be required to complete an application/questionnaire. The application/questionnaire contains questions which are designed to elicit information regarding each candidate's experience relevant to the classification. The information on the application/questionnaire will be competitively assessed based on pre-determined rating criteria. All information you provide will be subject to verification.

**TESTING PERIOD:** A CANDIDATE MAY BE TESTED ONLY ONCE IN A 24 MONTH PERIOD. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of test date. The names will remain on the list for a period of 24 months.

**SCOPE:** In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

**A. KNOWLEDGE OF:**

1. Hazardous substances management and/or public health engineering principles and practices.
2. Treatment and disposal methods of solid and hazardous waste.
3. Programs for resource recovery.
4. Hazardous substances management facilities engineering design, construction, and operation processes.
5. Hazardous substances disposal systems and resource recovery processes.
6. Public health and hazardous substances management engineering principles, practices and administrative procedures.
7. State laws pertaining to public health and hazardous substances management engineering in California.
8. Hazardous substances management facilities design and construction.

**B. ABILITY TO:**

1. Review, check and interpret hazardous substances management engineering plans, estimates and specifications.
2. Evaluate findings and make recommendations for the elimination or control of unsanitary or hazardous conditions.
3. Establish and maintain cooperative relationships with those contacted in the course of work.
4. Communicate effectively.
5. Analyze situations accurately and adopt an effective course of action.
6. Interpret laws, rules and regulations pertaining to public health and hazardous substances management engineering in California.

**VETERANS PREFERENCE CREDITS:** Will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Toxic Substances Control three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature, it is the candidate's responsibility to contact the Department of Toxic Substances Control three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department of Toxic Substances Control and the State Personnel Board's Web site at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

**The Department of Toxic Substances Control** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the Department of Toxic Substances Control connect to our Web site at <http://www.dtsc.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Glendale and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference points in **open entrance and open nonpromotional examinations**. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans' Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922

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